

Emergency Evacuation Procedures For Wheelchair-Bound Personnel

During an emergency evacuation, the following basic guidelines will be followed in evacuating wheelchair bound personnel from CFO Offices.

GENERAL:

- Each CFO organization located in Building 4200 should designate 2 to 3 people to assist in evacuating wheelchair bound personnel, as needed/directed. (Note: personnel designated should be physically fit and capable of controlling, with assistance, a medium sized individual in a wheelchair down the stairwell to the 1st Floor.
- When evacuation alarm sounds designated personnel should go to areas where staff members needing assistance are located.

EVACUATION PROCESS:

- Two people will enter the stairwell and stop the traffic flow from upper floors and provide a 'buffer' so that personnel actually moving the wheelchair will not be bumped by others
- Two people will enter the stairwell ahead of the wheelchair and provide a forward 'buffer'.
- One person will enter the stairwell immediately ahead of the wheelchair and will balance the chair during the descent.
- Two people will follow the wheelchair and will be primarily responsible for controlling the descent.
 - Wheelchair will be tilted back so that the front wheels are off the ground.
 - The people in the back of the wheelchair will gradually lower the chair step by step down the stairwell.
 - The person in front of the wheelchair will help balance the chair and ensure that it does not tip forward.
- If anyone tires to the point they cannot continue, the people providing the 'buffers' in the front and back will swap with those actually moving the wheelchair. Several swaps may be necessary.

- When we get to the 1st floor, we will exit through the north door and proceed to the north parking lot.

NOTE: North parking lot, second row will be designated as a meeting place for all CFO personnel.